




Non-Profits

Gina Rackley, Comptroller/Auditor, Humboldt County

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- ✓ Counties can provide payments to non-profits or community organizations who have been impacted by COVID-19 and who can provide services to those impacted.

- ✓ Counties need to determine that a non-profit qualifies for CARES Act funds by examining their services and what expenses their request would be for.



Counties should develop a form with a check list to determine qualification.

Request for Coronavirus Relief Fund Proceeds
Period beginning March 1, 2020, and ending December 30, 2020

Contact person name _____
Contact person title _____
Contact person phone _____
Contact person email _____

Please provide costs incurred during this period for the following categories. Recipients should consult Treasury's guidance and Frequently Asked Questions in determining which category to place a cost incurred during the period March 1 through December 30, 2020.

<u>Category of spending</u>	<u>Amount</u>
County Jail: COVID-19 related health costs for inmates; cleaning and sanitation, testing, PPE	
PPE for county employees; emergency response; activities related to public health response	
Budgeted personnel and services diverted to a substantially different use.	
Human Services (refer to updated guidance)	
Retrofit of buildings, facilities, or systems to allow for remote operation.	
Outreach / Communications.	
Cleaning / Sanitization	
Costs related to working remotely: IT costs, new equipment, computers, software, subscriptions.	
Costs related to the expenditure of CRF Funds not listed above	
Total	50.00

Please provide as clear description of the items being requested:

USE OF FUNDS:
Necessary expenditures incurred due to the public health emergency with respect to the Coronavirus (COVID-19). Funds were not accounted for in the budget most recently approved (FY21). The funds cannot be used for lost revenue. You must keep an accounting of ALL CRF expenditure documents for tracking of the use of these dollars. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Non-profits are subject to the same subrecipient monitoring that all non-federal agencies would be.

If a non-profit is already receiving federal funds for a program then it must be verified that they would not be double dipping by accepting these funds.

Example: If a non-profit is currently receiving federal funds for a program that was suspended during the COVID-19 shutdown and they used those funds to purchase PPE's then they cannot request CARES Act funds for PPE's.

If you choose to issue a grant to a non-profit instead of reimburse expenses, request monthly updates and copies of all documentation.



